



Misba Mohammed Siddique

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PERSONAL INFORMATION

- Nationality:** INDIAN
- Date of Birth:** 3rd April 1991
- Gender:** Male
- Marital Status:** Married
- Stay in:** Saudi

Passport Details:

- Passport no:** K5497949
- Valid up to:** 10-12-2022
- Place of Issue:** Hyderabad, Telangana

Work Experience:

- 4 Years of experience in Facility Management as Safety Supervisor in Saudi Arabia.
- 2 Years of experience in MEP construction field as Safety Officer in Saudi Arabia.
- 2 years of experience in clean room projects as a safety officer in India.

RESUME

Career Objective

A highly motivated and organized individual with good communication, presentation and interpersonal skills combined with the abilities and build sustain resourceful, independently work with Quick learning & problem solving skills, Being actively involved in the professional field since 14 years out of which 4 years are in the Facility management, I have gained experiences, which has benefited me professionally and broadened my creative and logical thinking, hope that I may get an opportunity to prove my worthiness if my profile meets up the requirements.

Work Experience & Achievements

February 2018- Present

Safety Supervisor.

Initial Saudi Group

(Maaden Waad Al Shamal Phosphate)



Role and responsibilities:

- Lead safety meetings to ensure staff understands safety requirements
- Conducted new employee orientation, confined space training and any other training specific to the needs of the sites.
- Sustain a safe working environment while overseeing duties of 80+ employees and conduct risk assessments prior to job start up.
- Performs the evaluation, weekly and monthly inspection of buildings and critical assets to ensure that standards and requirements are met.
- Conducting Toolbox talks and Safety trainings to make workforce aware of risks and to follow the safe method of work.
- Routine inspection and walk through with clients for all building's assets and planning the preventive action to keep all system healthy.
- Oversee all projects to ensure that all activities are field compliant.
- Prepare and review all the reports and documentation, such as weekly man hours, risk assessment, job safety analysis and monthly report for projects.
- Inspection of works completion with service providers and in house team and doing the joint inspection with clients to sign the job completion reports.
- Receiving and replying to the e-mail from clients, higher management, service provider and other staffs.

February 2016- December 2017

Safety Officer

Atyaf Al Yasmine contracting

(United Petro Chemical)

Building Maintenance



Role and responsibilities:

- Sustain a safe working environment while overseeing duties of 100+ employees and conduct risk assessments prior to job start up
- Generating daily observation reports to inform the project management team about the site conditions

Technical Qualification:

✎ Bachelor of
Commerce. from Acharya
Nagarjuna University.

STRENGTH

- Creative
- Willing to learn new things
- Hand on Low voltage.

LANGUAGE:

- ✓ **English:** Proficient
- ✓ **Hindi:** Proficient
- ✓ **Urdu:** Proficient
- ✓ **Telugu:** Proficient
- ✓ **Arabic:** Manageable

Hobbies:

Playing Cricket
Football
Travelling
Watching Movie
Workout



- Preparing the daily summary and reporting to manager.
- Conducting Emergency evacuation drills to ensure the workforce are aware on necessary actions required during emergencies.
- Duty to attend all safety meeting, Keeping the record of safety, documentation and Site supervision for safety norms implemented at site.
- Perform the incident reports to determine root cause in order to eliminate future incidents.
- Establish basic HSE requirements at the site.
- Participate in planning meetings to identify any health & safety related concerns inherent in the operations daily work plan.
- Receiving and replying to the e-mails from higher management and clients.

November 2013- December 2015

Safety Officer



Fabtech Technologies

(Teva pharmaceuticals)

(Clean Room Projects)

Role and responsibilities:

- Implement and maintain Health & Safety Standards
- Compile Safety Program
- Document staff information, minutes of meeting, and reports compiled for management.
- Regularly inspect equipment's and tools.
- Review existing policies and measures and update according to legislation.
- Stop any Unsafe act or process that seem dangerous or unhealthy.
- Record and investigate incidents to determine causes and handle workers compensation claims.
- Prepare reports on occurrences and provide statistical information to upper management.
- Train new employees about the site safety induction.
- Experienced in writing reports and policies for health & safety.
- Outstanding Organization skills.
- Diligent with great attention to detail.

Training and Certifications

- ❖ Certified from SABIC in SHEMS Diploma program.
- ❖ Certificate of Appreciation from Maaden Phosphate Mining Company
- ❖ First Aid Training Certificates 2018.
- ❖ Certificate of Recognition for 45 million Safe Man hours without LTI.
- ❖ Certificate of Appreciation from SABIC during turn around.

Strengths

- Leadership Charisma.
- Dynamic Team Player
- Quick Learner
- Adaptable
- Committed and Dependable
- Hardworking and Creative
- Good Communication Skill

Education

- ❖ **B.com (computers) from Acharya Nagarjuna University.**
- ❖ **Diploma in Industrial Fire & Safety Hyderabad in year2013.**
- ❖ **Nebosh (IGC, HSW)**
- ❖ **Passed Board of Intermediate from Govt Junior College, Hyderabad in year2011.**
- ❖ **Passed Board of Secondary from St. Maaz High School, Hyderabad in year2006.**